NOV 1 0 1993 -

27

1. CASE NO.  930921CWE5015  2. INVESTIGATOR'S ID  3. OFFICE CODE  8 9 9 9 9 8 6 3  4. DATE OF YR MO DAY ACCIDENT 9 3 0 8 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	·
Fire officials believe the toaster oven started the fire when	······································
	-
7. LOCATION (Hame, school, etc.)  home  1 0 Durango  10A FIRST PRODUCT  11A. TRADE/BRAND NAME, MODEL NUMBER,	9. STATE  C O
elec. toaster ovn 0 2 1 6 Black & Decker TRO 510 toas	ter oven broiler
10B. SECOND PRODUCT  11A. TRADE/BRANO NAME, MODEL NUMBER, MANUFACTURER & ADDRESS	
12. AGE OF VICTIM  13. SEX (Use numerical code)  14. DISPOSITION  MALE -1	15. INJURY DIAGNOSIS no injury 7 0
16. BODY PART 17. RESPONDENT(S) (Mother, Friend) 18. TYPE INVECTOR ON SITE TELEPHON OTHER	1
20. ATTACHMENTS 21. CASE SOURCE $F395015$ 22. REVIEWED BY multiple 9 fire dept. 0 1 8 $i$ 0	1 9 3 1 1 0 5
23. PERMISSION TO DISCLOSE NAMES  (NON-NEISS CASES ONLY)  CPSC MAY DISCLOSE MY NAME  CPSC	C MAY NOT DISCLOSE MY NAME
24. NARRATIVE (See Instructions on Other Side)  25. REGIONAL OFFICE	CE DIRECTOR REVIEW DATE
MFR/PRVLSR NOTIFIED  MFR/PRVLS	laces drad sions equested
(USE OTHER SIDE AND ADDITIONAL SHEETS IF NECESSARY)	

This investigation was started by a report from the Durango Fire Department about the incident. The insurance company for the owner of the house provided the toaster oven as sample S8637330. The insurance company would like to have a copy of the laboratory test results, when they are available, and has been advised to submit a request under Freedom of Information Act to get the results. The victim provided information about the events leading up to the incident.

According to the victim the toaster oven had not been used for 1 week prior to the incident, and was turned off and plugged in at the time of the fire.

Information was obtained from the occupant and fire department.

### Pre-Incident

The victim is a 20 year old female college student, living in a rental apartment. She said the apartment was in an old 2-story house with an attached garage. Her unit was the "garage" that had been converted to living quarters. She had a separate, outside entrance to her unit. She had lived in the unit for about 1 year prior to the incident, and had not had any problems with the electric appliances. The victim said her unit was basically 1 large room, rather than several small rooms. She said she bought a smoke detector for the apartment because it did not come with one, but that she had removed the battery because of the nuisance alarms caused by cooking. Because the apartment was small, she could not locate the detector away from the kitchen area.

The victim's father purchased the toaster oven for her during the summer of 1993. The victim did not know where the father bought the toaster oven, but did say it was new when she received it. The victim used the toaster oven primarily for heating food such as pizza slices, and last used the toaster oven the week before the incident.

The victim said she was familiar with toaster ovens and had read some of the directions for this oven. She did not remember reading any warnings about the new toaster oven. She said she normally left the oven plugged in, and sitting on the counter top next to the cook stove in the apartment. On the day of the incident, there was a wicker basket sitting on top of the toaster oven, and a nylon backpack sitting in front of the oven's door.

At about 9:30 or 10:00 a.m. on the day of the fire, the victim had used the cook stove to make a meal. She said she turned it off when she was finished cooking. She said that about noon, she was preparing to leave the house when she smelled, but did not see any smoke. She said she could only smell the smoke at the front door, which was about 15 feet away from the kitchen.

The victim went back to the kitchen twice before leaving to confirm that the stove's oven and burners were turned off. She said she did not smell the smoke near the stove, and she did not consider checking the toaster oven since she had not used it for over a week. The fire report, however, states that food was found burning in the toaster oven.

#### Incident

The victim said that a neighbor noted smoke coming out the windows of the apartment unit above the victim's unit. When he approached the house he saw flames in the victim's apartment. The neighbor called the fire department at 2:55 p.m. The fire department responded, arriving at 3:00 p.m.

### Post Incident

The fire department extinguished the fire, limiting the damage to the cabinet the toaster oven was sitting on, and the wall behind the cabinet. There was some smoke damage to the unit and the apartment above it. The victim's dog suffered minor smoke inhalation, but survived.

The fire department collected the toaster oven as evidence, and later turned it over to the property owner's insurance company. The fire department believes the fire was accidental, and caused by the toaster oven. They could not determine if the over was turned on or off. The victim returned home after the fire was out.

The victim said that an electrician examined the home after the fire and told her the fire may have started at the face of the plug the toaster oven was plugged in to (she understood that the plug threw a spark over the toaster oven, starting the fire on the counter in front of the toaster oven). She was also told that the wiring was for "20 volts and that the breaker was for 30 volts."

She said she did not understand what the electrician meant, and that she had also been told that the fire started with the toaster oven.

The fire department believes that the fire started around the oven. The report said, "Power was still on to the unit and the outlet was live. We cut the power early in the fire and found the wires to the unit had burnt in half. We opened the wall and found no extension or damage to the wires."

The insurance company adjuster said that she had been trying to find a local engineer to examine the toaster oven, but had been unable to locate one. She agreed to provide the toaster oven to CPSC, if she could then receive a copy of the CPSC examination report. She was advised to write under FOIA to obtain a copy of the reports for the incident, and that I would also make note in my reports that she wanted a copy of the report. I told her that I could not send her a copy of the report, since the reports could only be released by CPSC headquarters staff.

### Product Identification

The toaster oven was a Black & Decker, Model TRO510TY1. The crumb tray said it was 120 volts, 1500 watts, 50-60 Hz AC only, household use only. It was UL listed as a toaster, 228E.

The plug was included with the sample. The plastic was melted, but the two prongs were intact. The plug was not attached to the cord on the toaster oven. The cord attached to the oven was melted in the area where it attached to the oven, but the insulation on the part away from the oven appeared undamaged. The cord had been severed at some time from the plug, prior to receiving it at the CPSC office. The fire report mentions a cord being burnt in half.

The toaster oven glass door was warped, and had been broken when it arrived in Denver. There were also some pieces broken or removed from the oven at the time it arrived. The smaller parts were repackaged by the CPSC investigator for shipment to the sample custodian to minimize further shipping damage. The oven controls appeared to be mostly intact, with the plastic knobs on the front of the oven melted off. Photographs of the oven are in the attachments to this report.

930921CWE5015 Toaster Oven Fire Durango, CO

### Standards Information

The toaster oven was UL listed as a toaster 228E. The oven was purchased new in 1993, and should fit the listing requirements in effect at that time.

### <u>Attachments</u>

Attachment 1 Photographs of the toaster oven sample S8637330.

Attachment 2 Work assignment and copy of the Durango Fire Department report.

Attachment 3 Sample Collection Report, S8637330.

Attachment 4 Receipt for samples from the State Farm Insurance company adjuster.

Attachment 5 Copy of the front of the directions for the toaster oven, provided by State Farm Insurance.

Attachment 6 Copy of letter from State Farm Insurance requesting a copy of the test results and report for this investigation. The envelope and original letter were forwarded to the FOI officer by the Denver Resident Post.

i.a	CONSUMER PRODUCT SAFETY COMMISS	COMMISSION SAMPLE COLLECTION REPORT	
1. Rlag AlTW: C. Kelsey, Sect. 15	2. Nate Gollected 10-21-93	3. Sampie Type i Rumber _I_Physica: S 863 Documentary	er 3 7330
4a. Product Wase Toast-R-Oven Broiler. Black & Decker	4b. Model TRO 510	4c. NSISS 0216	5. Assignment Ref. 92092(GMES915
<ol> <li>Complete For Import Samples</li> <li>Fort of Entry:</li> </ol>		7. KIS 32626	a 60 6 0 6 0 6 0 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
<ul><li>c. Country of Origin:</li><li>d. HSUSA Code:</li><li>e. Customs Contact:</li></ul>		9a. Home RO FOER	9b. Gailecting RO POWR
10. Sample Cost no charge, but send test results to Ins. Co.	11. Invoice Value of Lot	12. Size of Loc	
. Manufacturer/Importer ack & Decker Home Appliances Armstrong Road	14. Shipper/Foreign Mfr.	i5. Dealerilæport bro	xer
Shelton, CT 06484 (203) 926-3218	ID#	10#	
<ol> <li>Supporting Documents Attached:</li> <li>a. Invoice No. &amp; Date:</li> <li>c. Shipping Record No. &amp; Date:</li> <li>d. Affidavit Signer's Name, Title. and Date:</li> </ol>	.·	. Date Shipped:	
17. Product Identification: 1 metal toaster oven, in pieces, burned in a fire. Base of unit indicates it is a Black & Decker TRO 510 TY 1500 watts, 50-60 Hz AC only, Bousehold use only. There is a warning to disconnect toaster before cleaning included in the parts. The glass door on the toaster was broken upon receipt at CPSC office, but does show was still attached to the oven, but has been cut. The plastic end caps for the toaster are discolored, but cabinet. The parts for the toaster have been separated and wrapped for shipping to reduce further damage.	Base of unit indicates it is There is a warning to disconrate was broken upon receipt at The plastic end caps for the arated and wrapped for shipping	The plug was well a distinct bend on show that it could	The base also says 120 volts ted in the fire, but is the larger pieces. The cord have been mounted under a
co I	FESA CPSA I	FYA PPPA RSA Try to dete	ermine failure mode.
19. Summary of Field Screening: none done			
20. Sample Size, Method of Collection: I fire damaged toaster oven. Fire dept. turned over to insurance pieces upon receipt at the resident office. Parts were identified inside, officially sealed, and placed in original box used by ins.	insurance identified sed by ins.	insurance investigator, who Fed. Ex'ed the unit to the Denver Resident Post. The coaster was in dentified by inv., placed in separate packing units, placed in a large plastic bag with heat seals in y ins. co. to ship to CPSC. Form 165 placed on outer part of shipping box.	nt Post. The coaster was in ge plastic bag with heat seal pping box.
21. Identification on Sample 88637330 10-24-93	18	22. Identification on Seal \$8637330 10-21-93	Teresa Bloxham, ∄8999
lla. Sample Delivered to: Wed. Ex. Denver	23. Date 10-22-93	24. Original report	/records sent to: FORR
25. Laboratory/Office: BSBL ESEL_	CERM CECA_I	OTHER Sect. 15	
Remarks: is may have been damaged in shipment ther shipping damage. The original erial.	between Durango and Denver. I separated the parts into sep. pk carton and packing peanuts were used for shipping this to Sect.	I separated the parts into sep. pkgs, and taped the glass dere used for shipping this to Sect. 15 in case some smaller	s door together to minimize er parts fell into the shipping
27. Related Samples			
25a. Collector's Mame, Title & Employee Musica: Teresa Bloxham, Investigator, #8999		28b. Collector's Signature and Date:	Son .
leviewer'		295. Reviewer's Signature & 384	250-11

CLAIM ACTIV	ITY LOG	3	Claim Number _	96-0561-3	70
YEAF:	_		InsuredSV	radell	
MO./DAY   TI	ME INITIALS		Received Natice	of Loss	
3		BLACK & DECKER®	Attachmen 930921CWE	÷ 5015	
	7 1	Toast-R-Ov	en™. ¹		
		Broilers	· · · ·	* * * * * * * * * * * * * * * * * * * *	
	3	· · · · · · · · · · · · · · · · · · ·	* * * · * *	* * *	
	:				
·					
			Model TRO510		
			٠	4	
		Models TRO51/TRO68/TRO400-7 1500 Watts, 120 Volts, 50/60 Hz. A FOR HOUSEHOLD USE ONLY			
	•	Listed by Underwriters Laborato	ries Inc.		
	÷			or Condominium?  C ON BACK!) ST ST ST  PLEASE SEAL OR TAPE	





U.S. CONSUMER PRODUCT SAFETY COMMISSION

DENVER RESIDENT POST

1981 STOUT ST., EX. 3518 . DENVER, CO 80264 . 303-844-2904 FAX 303-844-8319

VESTERN REGION:

ALASKA

ARIZONA

ARKANSAS

CALIFORNIA

COLORADO

HAWAII

IDAHO

LOUISIANA

MONTANA

NEW MEXICO

NEVADA

OKLAHDMA

DREGON

TEXAS

UTAH

WASHINGTON

MYOMING

PACIFIC ISLANDS

October 5, 1993

Ms. Soyon Bueno

State Farm Insurance Co.

555 S. Camino Del Rio

Bodo Bldg. C

Durango, CO 81301

Dear Ms. Bueno;

Per our phone conversation, I am sending you a federal express label and a request for a copy of your report, if any, and the toaster oven involved in the fire 8-20-93 at the home owned by

I will send the toaster oven to our Engineering Laboratory in Gaithersburg, MD for failure analysis. I will also ask them to send you a copy of their results of testing. In the event that you do not receive their report, you may also request the information from the Freedom of Information Officer, 5410 Westbard Ave., Bethesda, MD 20207, (301) 504-0785. I do not know how long it may take for them to complete their report.

If you have a copy of the directions for the toaster oven, I would also like that. A photocopy will be fine for my report. Please pack the toaster oven as securely as possible, even if it makes the box heavier.

Thank you for your assistance in this investigation. I hope the information we learn from this will help prevent future fires and injuries from this product. If you have any questions, please call. We would also be interested in any other incidents you may learn of involving consumer products used in and around the home.

Sincerely,

Teresa Bloxham Resident Investigator

930721CWESDIS
AHLACH 6 STATE FARE

# State Farm Insurance Companies

STATE FARM

October 20, 1993

Durango Claims Office Building C 555 South Camino del Rio Durango, Colorado 81301

(303) 259-1198

US Consumer Product Safety Comm. Attn: Teresa Bloxham 1961 Stout Street, Room 124 Denver, CO 80294

RE: Claim Number: 06-C561-330

Our Insured:

Date of Loss: August 20, 1993

Dear Ms. Bloxham:

Thank you for the federal express label and your correspondence. As we discussed, we will relinquish the Black & Decker Toaster Oven on the condition that we get a copy of your laboratory report. Enclosed you will find a self addressed return envelope and a copy of the owner's manual. We certainly appreciate your interest and look forward to your test results and information.

If you should have any additional questions or concerns please don't hesitate to call me. Again we thank you for your service and interest.

Sincerely,

SoYoh Bueno

Claim Representative

(303) 259-1198

State Farm General Insurance Company

### CONSUMER PRODUCT INCIDENT REPORT

. Wase of Respondent		2. Telephone subser
Tom Kaufman, Capt. Durango Fire Dept.		(303) 385-2800 York
3. Street Address 949 2nd Ave.		a. Gity, State. Zip Code Durango, CO 81201
Victim left a toaster oven plugged into a kitc dept. determined that the toaster oven had sta kitchen in the home from the fire. The fire d plugged into. They did not take photographs,	luding data on injuries. (Use second page if necessary, hen outlet, but it is unknown if the unit was on or officed a fire by igniting combustibles on top of and in fepartment said the power switch to the oven was burned but did collect the toaster and have turned it over to k and Decker company about the incident, but they told s.	. Reighbors reported the fire in her home. The fire front of the oven. about \$10,000 damage was done to the in the fire, and there was power to the plug it was the Insurance company covering the loss.
6. Date of Incident 8-20-93	7. If injury or near miss, obtain: Age Sex Describe Injury Wo injury, unoccupied home	8. If victim different from respondent provide: Name: Amy Le Sage, resident of home Relationship:
9. Description of product Blec. Toaster Oven, continuous cleaning		10. Brand Mame Black and Decker
11. Manufacturer/Distributor name, accress an Black and Decker Home Appliances 6 Armstrong Road Shelton, CT 06484	d phone	12. Hodel, serial numbers Model TRO 510  13. Dealer's Mame, address and phone
(203) 926-3218		unknown
		15. Product Purchased NewUsedunxnown Date PurchasedAge
14. Was the product damaged, repaired or modil If yes, before or after the incident? Describ	Iled? e. severely burned in fire	16. Does Product Have Marning Labels? If So, Mote:
17. Have you contacted the manufacturer? Do you plan to contact them? Fire Dept. did call, but company would not talk.	18. Is the product still available? If not, its disposition. Toaster oven turned over to insurance company, State Farm, Kent Marlett (303) 247-1198	19. Hay we use your name with this report?  Yes Ho_I_
20. Date Received 8-25-93	21. Received by (Mame and Office) Teresa Bloxham, FOWR/Denver	22. Document No. F395015
23. Follow-up Action SECT 04 930921 CWE 501		24. Product Gode(s) 0216toaster oven
23. Distribution C: EPDS CC: NYA		26. Endorser's dane and fittle  TD Sup.



August 25, 1993

Consumer Products Safety Commission Charles Chancellor 1969 Stout St. P.O.Box 3516 Denver, Co. 80294

Dear Mr. Chancellor;

Per my conversation with your office on this date I am sending you a copy of our fire report from a fire that occurred in our community. The cause of the fire appears to be associated with a Black and Decker toaster oven, model #TR0510. It is a continuous cleaning unit and was plugged in at the time of the fire. It was not determined whether the unit was turned on at the time of the fire. The Insurance company covering the loss is State Farm Insurance and their local adjuster is Kent Marlett (303-247-1198).

If I can be of further assistance please call me at my office in Durango, Colorado.

Sincerely,

Tom Kaufman, Captain

Durango Fire Department

(303) 247-2152

# DURANGO FIRE DEPARTMENT NFIRS - Fire Incident Reporting System Report

Incident 930664 Exposure 00		DID 06729 Alarm D/C Arrival In Service	Time 15:01
Mutual	STRUCTURE FIRE	Agency	EXTINGUISHMENT
Use 414	TWO FAMILY DWELLING:	YE Ign. Factor 46	COMBUSTIBLE TOO CLO
Inc. Loc. Occupant [E		ZIP 81301 Phon Addr 1202 Phone	Census Tract Room No.
Method Alarm 7	9-1-1	District 1	
Alarms 1	· Personnel 7 Rescue 1	Standby	
Aeriai Inj. Fire	Rescue 1	Other 2 Fatal Fire	#Rescued
, inj. rire	inj. Other	ratal fire	ratal Other
Fire Origin 24 Heat Source 56 Form Mat. 23 Lev. Origin 1 No. Stories 1 Fire Damage 2 Detector 8 Smoke Gen. 65 Smoke Mat. 23	GRADE LEVEL TO 9 FT 1 STORY CONFINED TO PART OF R NO DETECTORS PRESENT HARDBOARD, PLYWOOD CABINETRY	Equipment Involved Composition Extinguishment Const. Type Smoke Damage Sprinkler	50 NATURAL PRODUCT 5 PRECONNECTED HOSE  7 PROTECTED WOOD FRA 5 CONFINED TO FLOOR 8 NO EQUIPMENT PRESE 8 NO SIGNIFICANT AVE
-Mobile Property	7		••
Type Model	Serial		Year License
-Equipment Prope Type 20 Model	ertyYear Year Serial		Make
-Insurance			
Insurance Compa Policy Numb		Total Insura Total Claim I	
-Internal Inform		<u> </u>	
	283 DUNN, JOHN 283 DUNN, JOHN	CPT J. J.	Date 08-20-93 Date 08-20-93

Incident Report : 930664
Date : 08-20-93

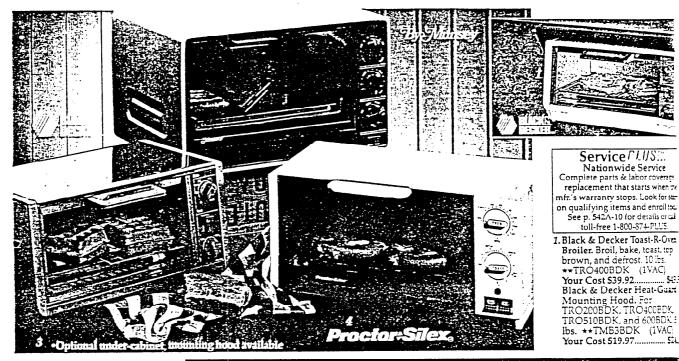
DFD Personnel

Dunaway, Shry, Kaufman, Dunn, Peters, Whiteside, Vaughn

Ambulance Personnel

Called to control the street for a house that was believed to be unoccupied with smoke coming from it. 401 arrived with 402 and 403 and found food burning in a toaster oven. We arrived and found the area of origin to be around a toaster oven and that combustibles on top of the oven and in front had burnt up. This caught the cabinet and top on fire and partially burned an overhead shelf. We found things in a smoldering state and used a booster line to put out the fire. Power was still on to the unit and outlet was live. We cut the power early in the fire and found the wires to the unit had burnt in half. We opened the wall and found no extension or damage to the wires. Upstairs and fire unit were evacuated of smoke. Shry and Kaufman conducted cause investigation. End cabinet was torn out also to check for extension.

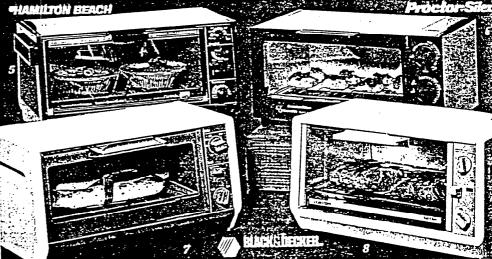
Black and Decker toaster oven Model #TR0510



- 3. Black & Decker
  Toast-R-Oven \*\* With
  Continuous Clean. Bake, toast,
  broil, top brown, or defrost.
  Includes crumb tray. Large
  capacity. 10 lbs.
  \*\*600BDK (1VAC)
  Your Cost \$49.92......\$54.95†
- 4. Proctor-Silex Toaster Oven/ Broiler. Continuous cleaning. Holds 8" round cake. Electronic toasting mechanism. 2-position rack. Start/stop toast controls. 10 lbs. \*\*3030PR (1VAC) Your Cost \$44.97......\$49.95†
- 5. Hamilton Beach Countertop Toaster Oven. Broil, bake, toast, keep warm, and top brown. Continuous cleaning. "Set'N Forget" function for perfect toast and baking every time. 10 lbs. \*\*336HB (IVAC) Your Cost \$39.97.....\$44.95†
- 6.Proctor-Silex Toaster Oven.
  Electronic toasting mechanism.
  Large enough for 8" round cake pan. 2-position auto pullout rack. 10 lbs.
  \*\*3005PR (1VAC)
  Your Cost \$32.94......\$39.95†

7. Black & Decker
Toast-R-Oven Broiler. Broil,
bake, toast, defrost, and top
brown. Continuous cleaning.
200-500° temperature range.
Bake tray with 2-position grid,
signal light/bell. 10 lbs.

\*TRO510BDK (1VAC)
Your.Cost \$46.96.......................... \$54.95†



8. Black & Decker Toast-R-Oven "Toaster. Toast,

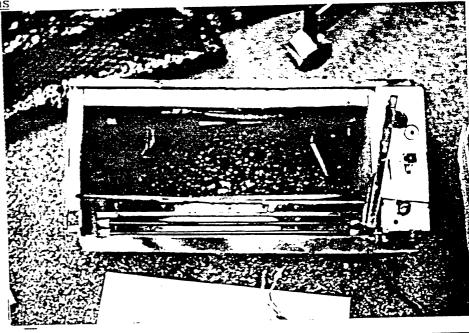
bake, defrost, and top brown. Oven temperature 200-500°F.

10. Toastmaster Continuous Cleaning Convection Oven. Bake, roast, broil, or slow cook. Full-range temperature control up to 450°. 1,320 watts. Large .9 cm. ft. capacity can hold an 11 lbt turkey. 29 lbs. \*\*7091TM (IVAC) Your Cost \$99.97............ \$119.95† Convection Ovens

Toasimaster 10

158

Photo 1



### Photo 2

Photo I shows the front of the toaster oven. The knobs for the controls were gong and the glass door was broken when received in Denver.

Photo 2 shows the side of the oven where the controls were located. The side panels were detached when received.

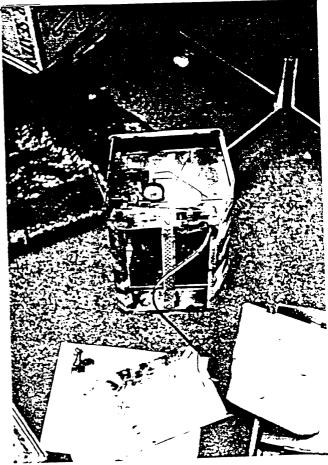


Photo 3

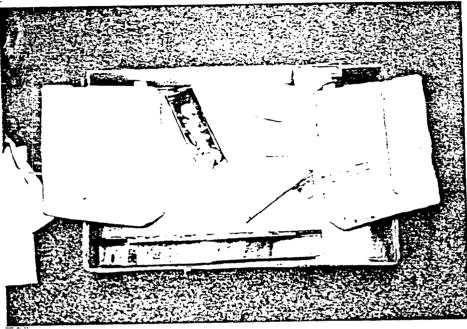


Photo 3 shows the smaller parts of the Black & Decker toaster oven. The outer sides of the plastic panels are visible at the left and right sides of the box.

Photo 4 shows the same parts, and the inner side of the side panels.

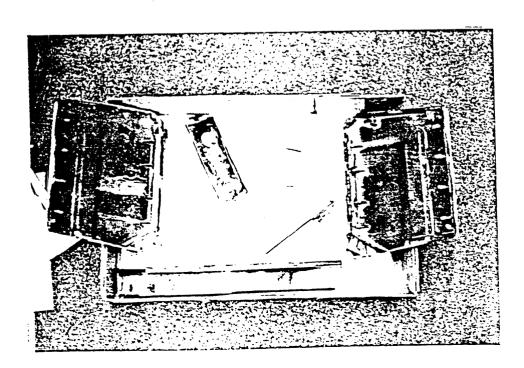


Photo 5

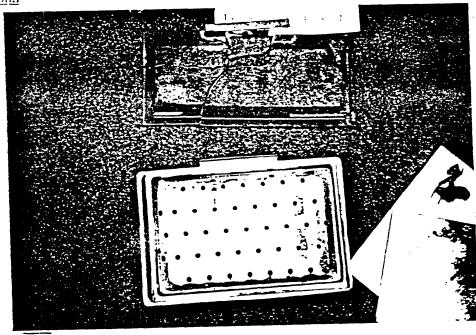


Photo 5 shows the glass oven door after the broken parts had been placed together. The metal cooks tray is at the bottom of the photo

Photo 6 is a side view of the glass door. Note the curving of the glass near the center of the panel.



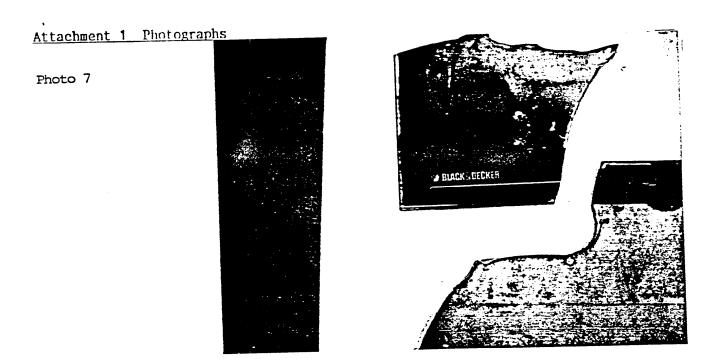


Photo 7 shows the left side of the oven door and the Black & Decker name. Photo 8 shows the right side of the oven door.

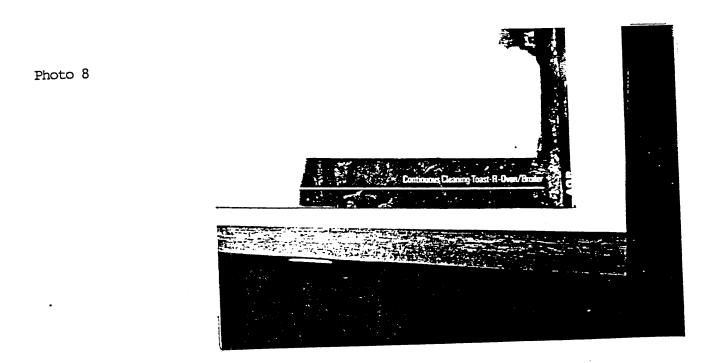


Photo 9



Photo 9 shows the Black & Decker Model No. TRO 510TYl Shelton Conn. stamped in the metal crumb tray on the toaster oven.

Photo 10 shows the rating stamped in the crumb tray. "120 Volts, 1500 Watts, 50-60 Hz AC only, Household use only."

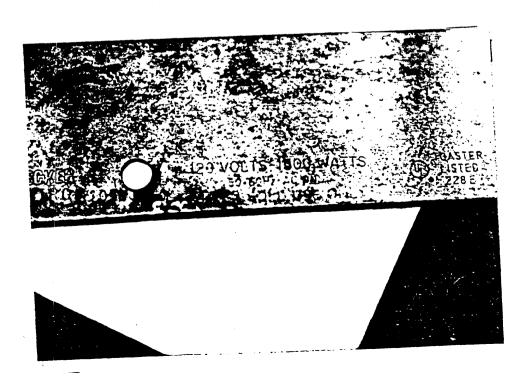


Photo 11



Photo 11 shows the UL symbol and the listing number 228E. Toaster.

Photo 12 is a closup view of the control panel on the toaster oven.

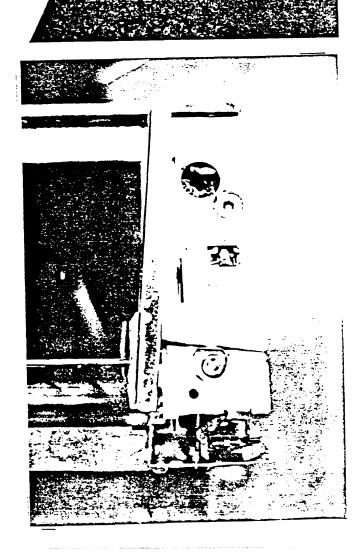


Photo 13

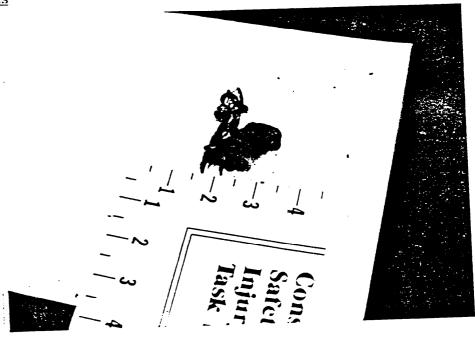


Photo 13 shows the remains of the plug for the toaster oven. It was a 2-prong plug.

Photo 14 shows: the melted connection where the cord attaches to the oven controls.



Photo 15

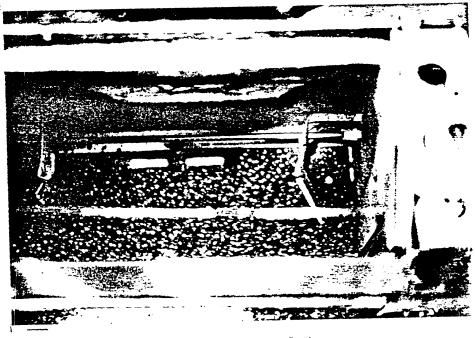
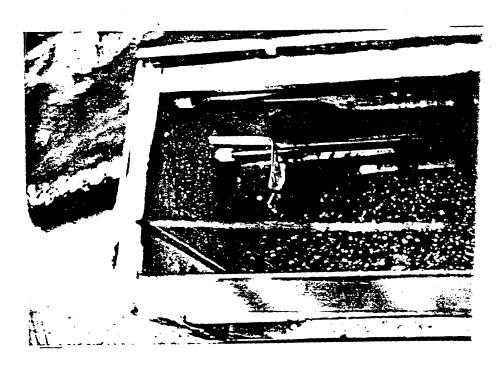


Photo 15 shows the upper heating elements on the right side of the oven. The metal parts over the elements have melted and bent down.

Photo 16 shows the elements at the left side of the oven. These are also melted and deformed.



930921CWE5015 Toaster Oven Fire Durango, CO

Attachment 1 Photographs

Photo 17

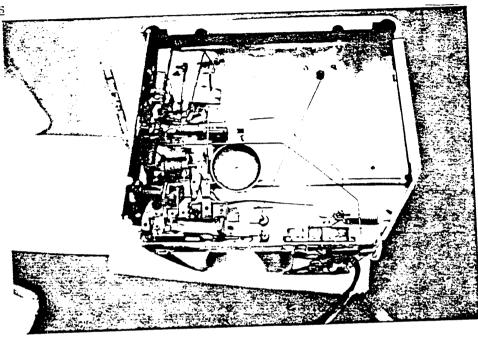


Photo 17 shows the oven controls on the right side of the toaster oven.

Photo 18 is a close up view of the part connected to the power cord. There is a number 238 stamped in ink on the side of the plastic part.

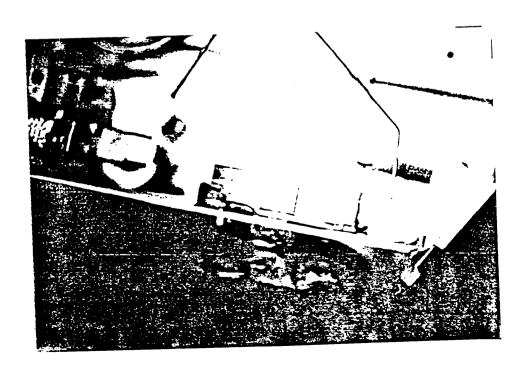
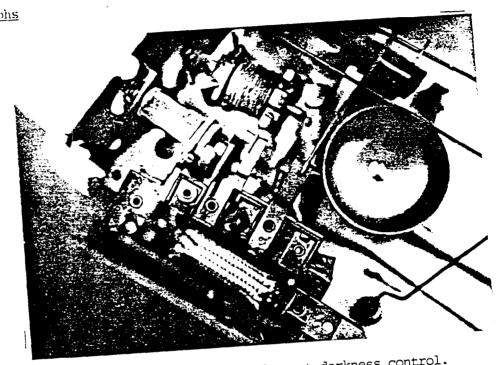
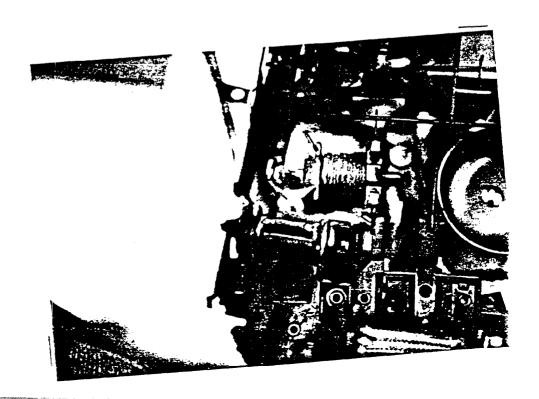


Photo 19



Photos 19 & 20 are views of the temperature control and toast darkness control.



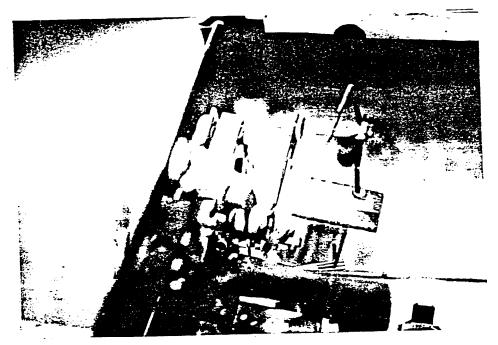


Photo 21 shows a part located in the upper left area of the control panel.